

# **City of Suffolk HISTORIC LANDMARKS COMMISSION**



**March 10, 2022**

**THE REGULAR MEETING  
OF THE  
HISTORIC LANDMARKS COMMISSION  
WILL BE HELD AT 9:00 A.M. IN  
CITY COUNCIL CHAMBERS  
CITY HALL BUILDING**

**Note: If You Cannot Attend This Meeting,  
Please Notify the Planning Division  
by 12:00 Noon,  
Wednesday, March 9, 2022  
(757) 514-4060**

**PREPARED BY THE CITY OF SUFFOLK  
DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT**

*DIVISION OF PLANNING*

**AGENDA**  
Historic Landmarks Commission Meeting  
Thursday, March 10, 2022  
9:00 a.m.

- I. Call to Order
- II. Roll Call
- III. Approval of the Minutes
- IV. New Business
  - A. **Request for Certificate of Appropriateness HLC2022-00002**, submitted by James and Jaleesa Carroll, property owners, for exterior alterations at property located at 120 Franklin Street. The property is further identified as Zoning Map Number 34G18(A)\*211, Suffolk Voting Borough, zoned CBD, Central Business District zoning district, and HC, Historic Conservation Overlay District.
  - B. **Request for Certificate of Appropriateness HLC2022-00003**, submitted by Jeffrey Townsend, property owner, for exterior alterations at property located at 156 W. Washington Street. The property is further identified as Zoning Map Number 34G18(A)\*312, Suffolk Voting Borough, zoned CBD, Central Business District zoning district, and HC, Historic Conservation Overlay District.
- Staff Reports
  - 1. Enforcement Updates
    - a. Property Maintenance
    - b. Zoning
  - 2. Administrative Approvals
- V. Announcements
- VI. Adjournment





MINUTES  
HISTORIC LANDMARKS COMMISSION  
January 13, 2022  
9:00 A.M.

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The regular meeting of the Historic Landmarks Commission was held on Thursday, January 13, 2022, at 9:00 a.m., in the Council Chambers of Suffolk City Hall, 442 W. Washington Street, Suffolk, Virginia, with the following persons present:

**MEMBERS PRESENT:**

George Bailey  
Susan Coley  
Merritt Draper  
Oliver Hobbs  
Edward King  
Brian Shaffer  
Vivian Turner

**STAFF:**

Alexis Baker, Comprehensive Planning Manager  
Sean Dolan, City Attorney  
Melvion Knight, Assistant Zoning Administrator  
Erin Dears, Planner I  
Grace Braziel, Planner II  
Marion Riddick, Planning Technician  
Susan Dillard, Property Maintenance Official  
Jennifer Cobb, Zoning Administrator

The meeting was called to order by Chairman Hobbs. The roll was called by Marion Riddick, and Chairman Hobbs was informed that a quorum was present.

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**APPROVAL OF THE MINUTES:** The minutes of the previous meeting were approved as presented.

**NEW BUSINESS:**

**Request for Certificate of Appropriateness HLC2021-00039**, submitted by Gregory Shane Fowler, Simple Property 2 LLC, property owner, for exterior alterations at property located at 521 W. Washington Street. The property is further identified as Tax Map Number 34G16(A)\*12, Suffolk Voting Borough, zoned CBD, Central Business District zoning district, and HC, Historic Conservation Overlay District.

The staff report was presented by Alexis Baker, Comprehensive Planning Manager. The applicant is requesting to install a 10 square foot sign on a new black wrought iron bracket. The subject property is located at 521 W. Washington Street and is located in the original west end district of the Suffolk historic conservation overlay district. The property is a contributing two story colonial revival structure that was constructed between 1880 and 1895. The building is described as having a wood frame structural system. It has three bays on both the first and second stories with a side passage entry. The door and windows have vinyl surround and seals. The building currently has two commercial occupants. The applicant will

duplicate the style and design of the existing sign and bracket which will mirror the size and shape of the sign and bracket existing on the pole.

Staff notes that typically a 10-foot tall black metal pole would not be permitted in the central business district as free standing signs in the CBD zoning district and cannot exceed 6 feet in height, however, the pole predates the current regulations in the Unified Development Ordinance (UDO). Provided that the pole is not removed and the use is not discontinued, it may continue to be used for free standing signs. Staff reviewed this request according to the Historic District Design Guidelines, Secretary of Interior Standards, and the Unified Development Ordinance (UDO). The proposed sign will not be eliminated. The style, material and color scheme of the proposed sign and the bracket also fits with the age of the structure and will utilize the existing pole. By utilizing this existing pole, the applicant will comply with the secretary of interior standards by protecting the historic integrity of the property as the sign will not be attached to the actual building facade, therefore, based on the previous findings, staff is recommending approval to install a new black wrought iron bracket to match the existing bracket on an existing 10-foot tall black post; and to install a 10 square foot metal double-sided sign on the new bracket in the design, style, and color.

There were no other speakers who spoke in favor or opposition of the application.

A motion was made by Commissioner Shaffer to accept staff's recommendation to approve the Certificate of Appropriateness request, HLC2021-00039 for the following:

1. Install a new black wrought iron bracket to match the existing bracket on an existing 10-foot tall black post.
2. Install a 10 square foot metal double-sided sign on the new bracket in the design, style, and color as presented in application HLC2021-00039.

The motion was seconded by Commissioner King. Motion passes with a vote of 7-0.

**Request for Certificate of Appropriateness HLC2021-00041**, submitted by Lorelei Costa Morrow, Suffolk Center for Cultural Arts Foundation, property owner, for exterior alterations at property located at 110 W. Finney Avenue. The property is further identified as Tax Map Number 34G11(A)B, zoned CBD, Central Business District zoning district, and HC, Historic Conservation Overlay District.

The staff report was present by Grace Braziel, Planner II. The subject structure is the former Suffolk High School and is more commonly known as the Suffolk Center of Cultural Arts. The applicant is proposing to replace all 4-over-4 double hung wood window on the original section of the building that are beyond repair with 4-over-4 double hung aluminum clad wood windows. Replace all 1-over-1 double-hung windows on the rear of addition of the building that are beyond repair with 1-over-1 double hung aluminum. All existing steel lintels beyond repair is to be replaced with new galvanized steel lintels and new flashing. All brick that is damaged or removed around the opening of the windows is to be repaired and replaced with similar brick and mortar in color, remove all wood and metal cornice and dentil sections, replace with Exterior Insulation and Finish System (EIFS) to match the existing material in color and profile, and to match the existing sections of cornice and dentil EIFS sections.

Also, the applicant is proposing to paint all of the brick, columns, cornice, dentil, trim, accent panels, and upper parapet with a white opaque protective coating. The granite tread and risers will not be coated.

A condition statement was submitted with the application outlining the current condition of the windows, lintels, flashings, cornice, and brick. The condition statement states that due to water damage and leaks, the current wood windows on the entire building are rotten and beyond repair. Additionally, the flashing above all the windows and lintels needs to be replaced as they are beyond repair and rusted. The replacement of the windows, flashing, lintels, and wood trim will require the removal of some brick that frames the windows during the proposed work. The condition statement also states that the two different areas of cornice and dentil that consist of either wood or metal is rotted or rusted and are beyond repair and should be replaced with EIFS. There are existing sections of cornice and dentil that have been replaced in the past with the alternative material EIFS. The proposed alternative material is to match the existing in color and profile.

Lastly, the condition statement states that the exterior brick is currently absorbing moisture into the building walls. The exterior of the brick will need to be coated with a special opaque coating to keep wind and rain out of the walls. The statement also states that the coating will also cover the repaired and replaced areas of brick and mortar that do not match the existing surrounding brick.

Staff reviewed the recommendations in the Historic District Design Guidelines for the replacement of original wood windows. The Guidelines state that the removal of original wood windows should be avoided and only removed if beyond repair. The applicant has provided a condition statement that states that all the wood windows are beyond repair and due to severe water damage, the interior of the structure is heavily damaged. The type of proposed aluminum clad wood window will be the same color and dimension as the original. The proposed window is not unfinished or anodized, but rather has a protective white coating, aligning with the Guidelines for new window materials. The proposed window will provide the same visual appearance as the existing windows from the public right-of-way and should not visually impact the Historic District as a whole.

Additionally, the applicant is proposing to remove all wood and metal cornice and dentil sections and replace them with Exterior Insulation and Finish System (EIFS), a synthetic stucco material, that will match the existing material in color and profile. There are two sections of cornice on the subject property. The uppermost cornice with dentil detail consists of a mix of wood and EIFS, where old wood sections were replaced. The second section of cornice is just above the third floor windows and is comprised of metal and does not have any dentil work.

A photo was provided by the applicant that compares the existing wood segments of the uppermost cornice with dentil detail next to a segment that was previously replaced with EIFS. The proposed alternative material visually matches the existing EIFS cornice and dentil. Given that both sections of cornice are located at the top of the subject structure on the third floor, the alternative material should have little to no impact to the Historic District.

Lastly, the applicant is proposing to paint the entire building with a white opaque protective coating, including all brick, columns, cornice, dentil, trim, accent panels, and the upper parapet. The granite tread and risers are not proposed to be coated. When evaluating the Guidelines, the painting of unpainted brick in an opaque color is not permitted. Additionally, the Guidelines state to not apply waterproof, water-repellent, or non-historic coatings in an effort to stop moisture problems as they often trap moisture inside the masonry and cause more problems in freeze/thaw cycles. The existing brick is not painted and has brick detail on the side wings of the building located on the front façade. Additionally, as recognized in

the previous 1998 *Downtown Suffolk Initiatives Plan*, the subject building is an anchor in the northwest corner of the Historic District as it is highly visible from both W. Finney Avenue and N. Main Street. The view shed of the subject property was created and recommended as part of the 1998 *Downtown Suffolk Initiatives Plan* when the road connection was created from Clay Street to N. Main Street. The subject structure if painted would lose brick, concrete and marble details, significantly changing the overall visual appearance of the structure. As the structure is highly visible from multiple right-of-ways, painting the subject property white or an opaque color would considerably impact the Historic District.

Based on the previous findings of fact, staff recommends **approval** of the following actions and conditions in regard to Certificate of Appropriateness request, HLC2021-00041:

1. Replace all 4-over-4 double-hung wood windows on the original section of the building that are beyond repair with 4-over-4 double hung aluminum clad wood windows. Replace all 1-over-1 double-hung windows on the rear addition of the building that are beyond repair with 1-over-1 double hung aluminum clad wood windows. All existing steel lintels beyond repair to be replaced with new galvanized steel lintels and new flashing. All wood trim around windows to be replaced with new wood trim in the same color as the existing. All windows and trim are to be white.
2. All brick that is damaged or removed around the opening of the windows is to be repaired and replaced with similar brick and mortar in color.
3. Remove all wood and metal cornice and dentil sections and replace with EIFS to match the existing material in color and profile and to match the existing sections of cornice and dentil EIF sections.

Based on the previous findings of fact, staff is recommending denial of the following actions and conditions in regard to the Certificate of Appropriateness request, HLC2021-00041.

1. Paint all brick, columns, cornice, dentil, trim, accent panels, and upper parapet with a white opaque protective coating.

The public hearing was opened and Lorelei Costa Morrow, the Executive Director and CEO of the Suffolk Center for Cultural Arts, spoke in favor of the application. She reiterated that the issues presented before the Commissioners are threats to the building. The leaks and water damage have made parts of the building unusable and posing a safety threat. They would like to use the modern materials and technology available to ensure that the building can be used for the arts, for the community, and for the Historic Landmarks District for generations to come.

Geri West with Dills Architectural also spoke in favor of the application. She is heading up the restoration project of the Suffolk Center for Cultural Arts. She states that the coating of the exterior of the building would cover up once the lentils above every window have been replaced. The coating is made for old brick and not holding in moisture and causing future problems.

Mark Brinkley with CW Brinkley Construction, the General Contractor, also spoke in favor of the application. He's been working with the Suffolk Center for Cultural Arts for ten or twelve years. He was brought in because of the leaking issues several years ago. At that time, all of the repairs were not able to be done. Mr. Brinkley put a silicone sealer on the northeast side of the building which is the side that had the absolute worst problems with at that time. The sealer was only going to give them a few years of help. The sealer has deteriorated and moisture has come in. He reiterated that the coating will help to cover the

imperfections once the lentils have been removed. He states that the brick and mortar will not match perfectly, and the coating will cover all of that.

There was not a speaker who spoke in opposition of the application.

The public hearing was closed, and the Commissioners discussed the application and their concerns with changing the color of the building. Mark Brinkley with CW Brinkley Construction expressed that the color of building can be any color, but the mortar joints cannot be simulated.

A motion was made by Commissioner King to accept staff's recommendations. The motion was seconded by Commissioner Shaffer. The motion passes with a vote of 6-1.

**Request for Certificate of Appropriateness HLC2021-00042**, submitted by Matthew McCoy, Tidewater Building Group, applicant, on behalf of Polk Pinewill Builders LLC, property owner, for demolition and new construction at 208 Clay Street. The property is further identified as Tax Map Number 34G18(A)\*43, Suffolk Voting Borough, zoned CBD, Central Business District zoning district, and HC, Historic Conservation Overlay District.

The staff report was presented by Alexis Baker, Comprehensive Planning Manager. The applicant is requesting to demolish an existing Queen Anne Victorian style house and to construct a new house in its place at 208 Clay Street. The subject property includes a contributing two-story Queen Anne residential structure that was constructed in 1910. The building is described as having a wood frame structural system with weather board cladding. It has three asymmetrical bays, a standing seam metal roof with a Queen Anne style porch. The windows are 2 over 2 windows.

Staff included pictures of 208 Clay Street from the front of the house and from Clay Street towards W. Finney Avenue to show the massing and types of homes on the street.

In the condition statement from the contractor, the applicant indicated that the existing structure's foundation has been compromised by crumbling mortar joints. To fix the foundation, the entire wall section will need to be replaced to bring the house up to code. The house would also need to be rewired. Additionally, the applicant indicated that mold was present in the interior home and would require the replacement of all wall coverings.

Staff has carefully deliberated the considerations for demolition of the house and while there are structural and electrical issues related to the foundation and wiring, there are concerns due to the loss of a contributing Queen Anne structure on a street with several existing Queen Anne and Colonial Rival style houses as well as the overall integrity of the historic district due to a loss of a structure.

Next, staff evaluated the second part of the applicant's request to construct a new residential house on the property. The existing house will be replaced with a 20 X 50-foot residential structure. The proposed new two story residential house will be clad and cement fiber Hardiplank Cedarmill lap siding with the upper gable covered in board and batten, utilizing Hardiplank vertical lap siding, all in Arctic White. The roofing will be architectural shingles in a charcoal color. Vinyl soffit will be used in Glacier White. The exterior trim and wrap, including door and window trim and rake and frieze board, will be pine, painted white.

The raised concrete slab foundation is 4 1/4 feet high with five steps. The front of the foundation will be

bricked with the sides and rear parged. The front 20' x 6' porch will be concrete, with five white 6''x 6'' vinyl wrapped columns and a traditional 36'' tall white polycomposite railing with a top and bottom rail. The white newel posts at the end of the brick steps will have a white New England cap and base. The back porch will incorporate wooden porch decking, painted white, white traditional railing and a white vinyl wrapped column.

All windows will be 36'' x 60'' double hung wood vinyl clad windows with six over six simulated divided lights, with the exception of one side and rear window. The window on the lower left side of the house will be a 24'' x 36'', four over four, simulated divided light window and one rear window will be a six over six, 36'' x 36'', simulate divided light window.

The front door will be a six-panel inswing fiberglass door with one sidelight, painted Deep Maroon. The rear patio door will be a sliding ten-light woodgrain door, painted Ultra White.

Based on the previous findings-of-fact, staff recommends **denial** for Certificate of Appropriateness, HLC2021-00042 to demolish the existing contributing residential house and to build a new residential house in its place.

The public hearing was opened and a representative from Pope Pinewill Builders spoke in favor of the application. He talked about the inhabitable homes on Clay Street that are severely in need of repair.

Matt McCoy, Tidewater Building Group, also spoke in favor of the application. He inspected 208 Clay Street, and the house has mold throughout, water intrusion, issues with windows and siding. The cost to renovate and restore the home will exceed its value. It does not have the characteristics of some of the homes on the street. The proposed house will be modeled after the house at 120 Franklin Street.

There was no one who spoke in opposition of the application.

The public hearing was closed and the Commissioners discussed the application expressing their concerns to preserve the look of the historic district and keeping the houses to fit that era of time.

A motion was made by Commissioner Bailey to accept staff's recommendation for denial to demolish an existing contributing residential house and to build a new house in its place.

The motion was seconded by Commissioner Turner. The motion passes with a vote of 7-0.

**Request for Certificate of Appropriateness HLC2021-00038**, submitted by Steven Oser, 312 N. Main Street, LLC, applicant and property owner, for exterior alterations at property located at 312 N. Main Street. The property is further identified as Tax Map Number 34G11(A)\*161, Suffolk Voting Borough, zoned CBD, Central Business District zoning district, and HC, Historic Conservation Overlay District.

The staff report was presented by Alexis Baker, Comprehensive Planning Manager. This application was tabled from the December 9<sup>th</sup> meeting in order to give the applicant time to consider an alternative roofing material such as an asphalt scallop roofing. Originally, the applicant proposed to replace the metal tile main roof and standing seam metal roof with standard architectural shingles. The applicant has updated his application to propose architectural shingles for the main roof and to replace the standing seam metal roof with like for like material. The subject property is located at 312 N. Main Street. This property is part of the original Suffolk District of the Suffolk Historic Conservation Overlay District. The majority of the

buildings in this area are constructed in the late 19<sup>th</sup> and early 20<sup>th</sup> centuries and represent Queen Anne Victorian, Bungalows, Vernacular, and Colonial Revival architectural.

The building is currently used as an attorney's office with space upstairs that's being rented. The contractor's statement indicates that the roof is non-repairable and needs to be replaced. It's missing metal tiles which has been discontinued, and the contractor is unable to purchase new tiles for repair. The contractor also states that there are problems with the flashing points, and the metal is deteriorating to the point that coating would not be recommended on top of the metal.

The applicant has included new information for two architectural shingle products. While Staff notes that the metal tile roof is in poor condition and cannot be repaired, the Historic District Design Guidelines and Secretary of Interior's Standards state that the replacement roofing material should match the old material in design, color, texture, and other visual qualities. If the original roofing material cannot be matched, the the Design Guidelines recommends historic materials, such as a standing seam metal roof, be used as replacement material. However, a standing seam metal roof may not be an appropriate alternative based on the main roof profile. The applicant, in the letter submitted December 21st, stated that they were unable to find alternative metal or asphalt scallop shingles that would replicate the look of the metal tile or a contractor that could offer a quote or recommend asphalt or metal scalloped shingles. The porch roof is currently covered with a standing seam metal roof and will be replaced in-kind with a similar material.

Staff further researched the availability of scalloped shingles by contacting a historic preservation group and was directed to several metal tile suppliers that have a line of Victorian metal shingles or tiles that replicate the existing metal tiles on the main roof of the subject property. Additionally, a manufacturer of asphalt shingles in a carriage house style dimensional shingle was found that may be an appropriate alternative roofing material on a Queen Anne style home. Therefore, staff recommends an in-kind replacement of the main roof with metal tile or an appropriate asphalt shingle that replicates the look of a Victorian tile roof rather than the standard rectangular architectural shingle, which is designed to imitate a cedar shake roofing material, which would not approximate an appropriate roofing material on a Queen Anne style home.

Based on the above findings-of-fact and the conditions outlined above, staff recommends **denial** of the request to replace the existing metal tile roof with architectural shingles. Staff recommends approval to replace the standing seam metal porch roof with a similar standing seam metal roof.

Chairman Hobbs allowed the applicant, Mr. Steve Oser, an opportunity to speak on behalf of any new materials that he had found as a possibility for the new roof. Mr. Oser wanted to know why his choice of material is not being considered in meeting the Historic District Guidelines.

A motion was made by Commissioner King to recommend approval of the applicant's request to replace the existing metal tile with asphalt shingles and to use the metal tin roof on the porch. The motion was seconded by Commissioner Bailey. The motion passes with a vote of 6-1.

## **STAFF REPORTS:**

### **Enforcement Update:**

Susan Dillard, Property Maintenance Official, reported on the following properties:

342 N. Main St - Property Maintenance Violations - court on February 3, 2022  
179 E. Washington St - Property Maintenance Violations - court continuance on February 3, 2022  
388 E. Washington St - Property Maintenance Violations - court continuance on March 3, 2022  
205 Grace St - Property Maintenance Violations - repairs are in progress  
223 Bank St - Property Maintenance Violations - court – no service  
219 Clay St - Property Maintenance Violations - court – no service  
181 N. Main St - Vacant structure – owner asked for an extension  
118 Pinner St - Property was sold - the new owner will demolish the structure  
140 W. Washington St - Property Maintenance Violation – court on February 3, 2022

### **Zoning Update:**

Melvion Knight, Assistant Zoning Administrator, reported on the following properties:

129 Brewer Ave - Working without an approved COA – notice of violation sent on 8/31/20  
302 Bank St - Working without a zoning permit / COA – notice of violation sent on 8/11/21  
351 N. Main St - Operating a Tire Repair Shop without a Conditional Use Permit (CUP) – approved by City Council on December 15, 2021  
201 E. Washington St - Live entertainment without a Conditional Use Permit (CUP) – Conditional Use Permit Application was submitted on November 4, 2021 and is currently under review  
213 N. Saratoga St – working with a zoning permit / COA (fence) – notice of violation sent 11/29/21  
444 N. Main St – temporary banner longer than 90 days – notice of violation sent 12/6/21

### **Announcements:**

Alexis Baker informed the Commissioners that HLC2021-00035, that was heard on December 9, 2021 and denied, is appealing to City Council on January 19, 2022. The subject property is located at 512 W. Washington Street. The applicant was requesting to replace the metal tile roofing and existing asphalt shingles with architectural shingles.

Secondly, Alexis Baker urged the Commissioners that if they had any comments concerning the Design Standards that they received to please give them to her before the end of the month.

Thirdly, Alexis Baker introduced Erin Dears, our new Planner, to the Commissioners.

There being no further business, the meeting was adjourned.



# HISTORIC LANDMARKS COMMISSION



January 13, 2022

Motion: To accept staff's recommendation for approval to install a new black wrought iron bracket to match the existing bracket on an existing 10-foot tall black post and to install a 10 square foot metal double-sided sign on the new bracket in the design, style, and color as presented

1<sup>st</sup>: Shaffer  
2<sup>nd</sup>: King

Vote: 7-0

Motion: To accept staff's recommendation for approval to replace the windows and make repairs to the structure and denial to paint all brick, columns, cornice, dentil, trim, accent panels, and upper parapet with a white opaque protective coating.

1<sup>st</sup>: King  
2<sup>nd</sup>: Shaffer

Vote: 6-1

| COMMISSIONERS                             | ATTENDANCE |        | HLC2021-00039 |    | HLC2021-00041 |    |
|---|------------|--------|---------------|----|---------------|----|
|   | PRESENT    | ABSENT | YES           | NO | YES           | NO |
| Bailey, George                            | X          |        | X             |    | X             |    |
| Bissell, William N.                       |            | X      |               |    |               |    |
| Coley, Susan                              | X          |        | X             |    | X             |    |
| Darden, Mary Austin, <i>Vice Chairman</i> |            | X      |               |    |               |    |
| Draper, Merritt                           | X          |        | X             |    | X             |    |
| Hobbs, Oliver, <i>Chairman</i>            | X          |        | X             |    |               | X  |
| King, Edward L.                           | X          |        | X             |    | X             |    |
| Shaffer, Brian                            | X          |        | X             |    | X             |    |
| Turner, Vivian                            | X          |        | X             |    | X             |    |

# HISTORIC LANDMARKS COMMISSION



January 13, 2022

Motion: To accept staff's recommendation for denial to demolish an existing contributing residential house and to build a new house in its place

1<sup>st</sup>: Bailey  
2<sup>nd</sup>: Turner

Vote: 7-0

Motion: To accept the applicant's request for approval to replace the existing metal tile with asphalt shingles and to use the metal tin roof on the porch.

1<sup>st</sup>: King  
2<sup>nd</sup>: Bailey

Vote: 6-1

| COMMISSIONERS                             | ATTENDANCE |        | HLC2021-00042 |    | HLC2021-00038 |    |
|---|------------|--------|---------------|----|---------------|----|
|   | PRESENT    | ABSENT | YES           | NO | YES           | NO |
| Bailey, George                            | X          |        | X             |    | X             |    |
| Bissell, William N.                       |            | X      |               |    |               |    |
| Coley, Susan                              | X          |        | X             |    | X             |    |
| Darden, Mary Austin, <i>Vice Chairman</i> |            | X      |               |    |               |    |
| Draper, Merritt                           | X          |        | X             |    | X             |    |
| Hobbs, Oliver, <i>Chairman</i>            | X          |        | X             |    | X             |    |
| King, Edward L.                           | X          |        | X             |    | X             |    |
| Shaffer, Brian                            | X          |        | X             |    |               | X  |
| Turner, Vivian                            | X          |        | X             |    | X             |    |





# CITY OF SUFFOLK

442 W. WASHINGTON ST., P.O. BOX 1858, SUFFOLK, VIRGINIA 23439-1858  
PHONE: (757) 514-4060 FAX: (757) 514-4099

DEPARTMENT OF  
PLANNING & COMMUNITY DEVELOPMENT

*Division of Planning*

To: Historic Landmarks Commission

From: Erin Dears, Planner I

Date: March 10, 2022

Subject: **Request for Certificate of Appropriateness HLC2022-00002**, submitted by James and Jessica Carroll, property owners, for exterior alterations at property located at 120 Franklin Street. The property is further identified as Zoning Map Number 34G18(A)\*211, Suffolk Voting Borough, zoned CBD, Central Business District zoning district, and HC, Historic Conservation Overlay District.

## **STAFF REPORT**

### **Overview of the Subject Property and Surrounding Area**

The subject property contains a newly constructed non-contributing residential home, located at 120 Franklin Street. This property is part of the original Suffolk Historic District, historically known as “Old Town,” of the Suffolk Historic Conservation Overlay District and is located in the Central Business District zoning district. The original Suffolk Historic District, at the time of its listing in 1987, had 234 contributing structures, showing evidence of Suffolk’s late 19th and early 20<sup>th</sup> century development.

Franklin Street, in particular, has a variety of architectural styles associated with a period of unprecedented growth in “Old Town”. The majority of buildings in the vicinity of the subject property were built in the late 19th and early 20<sup>th</sup> centuries and include Classical Revival, Queen Anne, Italianate, and Second Empire style architecture.

### **Case History**

A Certificate of Appropriateness, HLC2021-00015, was approved in June 10<sup>th</sup> of 2021, for the construction of a two-story single family dwelling.

### **Public Notice**

This request has been duly advertised in accordance with the public notice requirements set forth in Section 15.2-2204 of the Code of Virginia, as amended, and with the applicable provisions of

the Unified Development Ordinance. A notice, containing a copy of the staff report, was also provided to the applicant on March 4, 2022.

### **Proposed Actions**

The applicant's request includes the following actions:

1. Installation of a six (6)-foot tall privacy fence, set back at least 25 feet, painted a solid color, Canyon Sunset, from Olympic's Elite solid wood stain collection.

### **Condition Statement**

A condition statement was not submitted for this request.

### **Surrounding Characteristics**

A detailed description of adjacent and nearby properties is provided below.

117 Franklin St. – City Parking Lot

118 Franklin St. – Vacant

122 Franklin St. – Vacant

128 Franklin St. – Contributing Classical Revival church, circa 1920. The Trinity Christian Church has a stretcher bond brick veneer, a standing seam gable roof with a central front gable and a neo-classical portico with tall stone Tuscan columns, full entablature and a pediment with details. The church also has pilasters and semicircular arched windows on the side elevations. A large neo-classical two story addition is at the rear of the building.

137 Bank St. – Contributing Second Empire dwelling, circa 1880. This dwelling is a three stories with six asymmetrical bays and stucco siding. It has a concave mansard roof and a Second Empire roof. It was one four Second Empire homes on Bank Street at its listing in 1987.

219 Bank St. – Contributing Queen Anne Victorian dwelling, circa 1890. This two story, wood frame home is composed of three asymmetrical bays, a cross gable roof, a Queen Anne style porch with turned supports, fishscale shingles in the gable ends, and decorative rafter ends and eave braces.

121 Pinner St. – Contributing Vernacular dwelling, circa 1880. This two story wood frame home is composed of two asymmetrical bays, a gable roof, a vernacular porch with Tuscan columns, and cornice brackets and returns.

## **Site Modifications**

As shown in the attached site plan, the applicant is requesting a six (6) foot privacy fence. The privacy fence will be a top cap wood fence, painted an opaque color from Olympic's Elite solid wood stain collection, titled Canyon Sunset. The gated entrance, across the driveway, will also be a top cap fence in the same solid Olympic Elite color, with black metal hardware.

## **Applicable Regulations**

### **A. Unified Development Ordinance (UDO)**

- Section 31-413(g)(7), Approval of Major Action by the HLC

(viii) Landscaping which involves major changes in grade or walls and fences more than three-and-one-half feet in height.

(x) Any other major actions not specifically covered by the terms of this Section but which would have a substantial effect on the character of the historic district.

### **B. Suffolk Historic District Design Guidelines**

1. Chapter 5 - Section E.2, Decorative Fences. Decorative fences are usually used where fences will be visible from public streets in front and side yards to accent the yard and provide some degree of enclosure. Decorative fences can be made of wrought iron and wood pickets, with or without brick piers. No fence located in any required yard adjacent to a street which creates a solid screen may exceed 30-inches in height. If such fence is uniformly 50% or more opened, it may be erected to a maximum height of 48-inches. Side yard and rear yard fencing not visible from a public way can be a maximum of six (6) feet as allowed by the Unified Development Ordinance. Plastic and vinyl fencing is not allowed unless specifically approved by the Historic Landmark Commission. Chain link fencing and other wire fencing are prohibited.
2. Chapter 5 - Section E.4, Tall Screen Fencing. Tall screen fencing is usually for side and rear yards where it is not visible from a public way to enclose the yard for security, privacy, and/or for restricting pets. These fences can be made of wood, brick, wrought iron, or stucco (when stucco is used for the primary dwelling). Tall fences should be constructed of wood slats of at least ¾" thickness to avoid warping and provide adequate durability. Where wood fencing is used, it shall be painted or stained an opaque color. Chain link fencing and other wire fencing is prohibited.

## **Staff Analysis**

The six (6)-foot tall privacy fence is appropriate in the CBD zoning district, which permits privacy fences to be installed just beyond the front façade of the home. The fence, which will completely enclose the backyard, will be set back roughly 35 feet from the right-of-way and will not be immediately adjacent to the public right-of-way. The fence will be a top cap style fence, painted

in Olympic's Elite Canyon Sunset, a solid stain color, in compliance with Chapter 5 of the Design Guidelines. Staff has found that the fence is appropriate for the style of the existing new construction home and fits with the surrounding neighborhood.

### **Summary and Recommendations**

Based on the previous findings-of-fact, staff recommends **approval** for Certificate of Appropriateness, HLC2022-00002, with the conditions noted below.

1. Install a (six) 6-foot tall top cap privacy fence, painted in Olympic's Elite Canyon Sunset solid wood stain or a similar solid color. The gated entrance across the driveway shall be in the same style and color as the installed fence and will include black metal gate hardware. The fence shall substantially comply with the location shown in the attached site plan for HLC2022-00002.
2. Any additional improvements shall require a separate Certificate of Appropriateness.
3. All required building and zoning permits shall be obtained from the City of Suffolk.

/emd

Attachments

# Suffolk Historic Conservation Overlay District & National Register Historic Districts

**Legend**

- SuffolkGIS.DBO Building\_Footprints
- Suffolk Historic & Cultural Conservation Overlay
- National Register Historic Districts**
- DISTRICT**
- ORIGINAL SUFFOLK DISTRICT (1987)
- NORTH MAIN STREET DISTRICT EXTENSION (1998)
- EAST WASHINGTON STREET DISTRICT (2002)
- WEST END DISTRICT (2004)
- WEST END DISTRICT EXPANSION (2004)
- SUFFOLK DISTRICT EXPANSION (2004)
- CEDAR HILL DISTRICT (2006)

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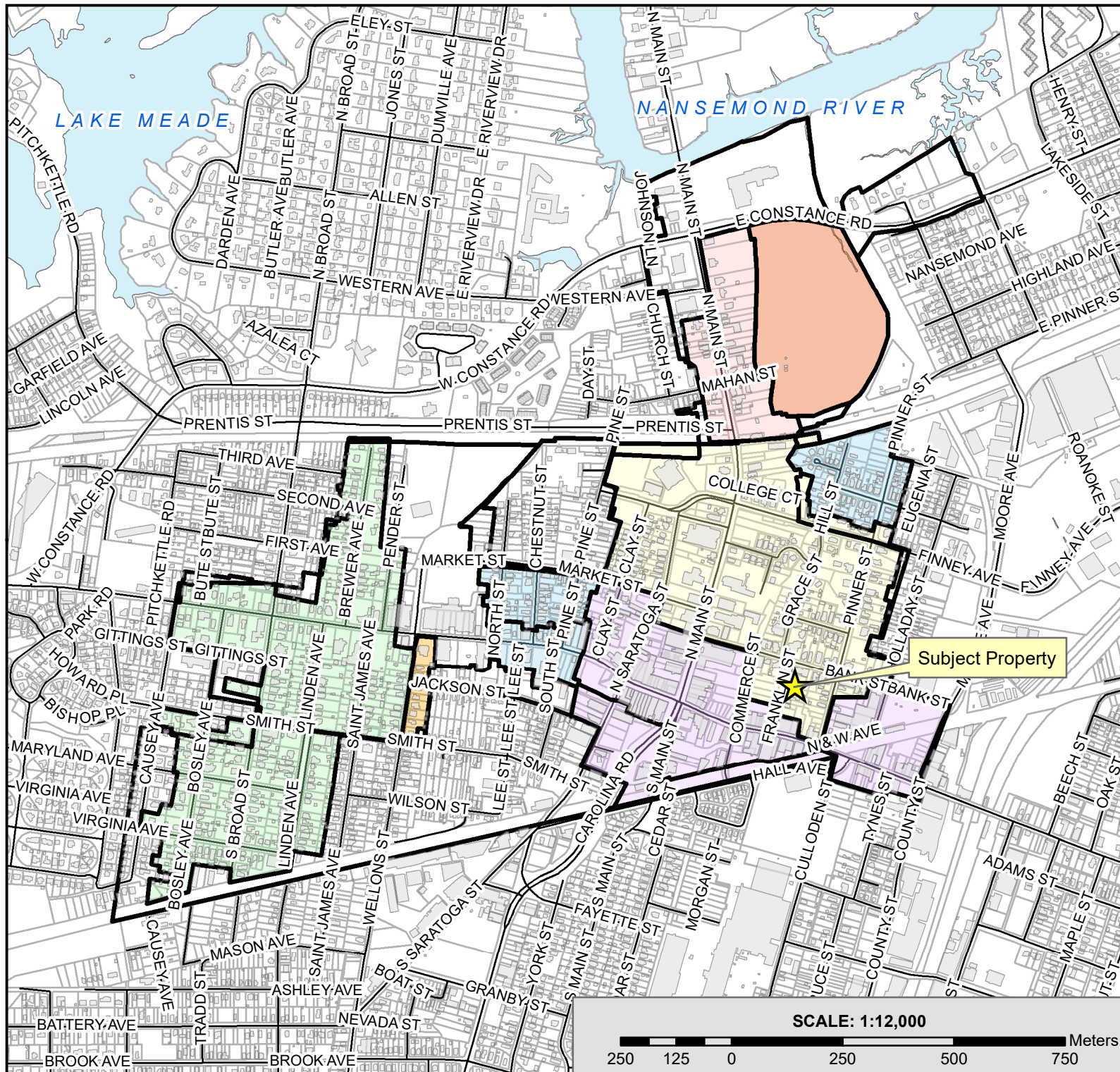
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Parcel and Zoning Information has been developed to provide a graphic representation of the Real Estate Property Tax Maps. The boundaries of any parcel may have been adjusted to provide a more visually pleasing presentation. User should refer to instrument of transfer (deed or plat) for legal boundary location and perimeter or area measurements.

Aerial photography captured March 1999. Alimited area of the City was re flown in March of 2001. The most up-to-date photography available was used to capture planimetric information.



City of Suffolk  
Updated: 02/03/2022







# ZONING / LAND USE MAP

## HLC2022-002



User Name: Awood  
Date: 02/03/2022

90 45 0 90 180 270  
Feet







# PROPERTY MAP HLC2022-002

EXHIBIT B



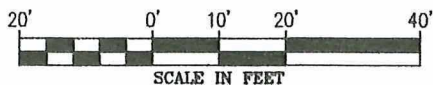
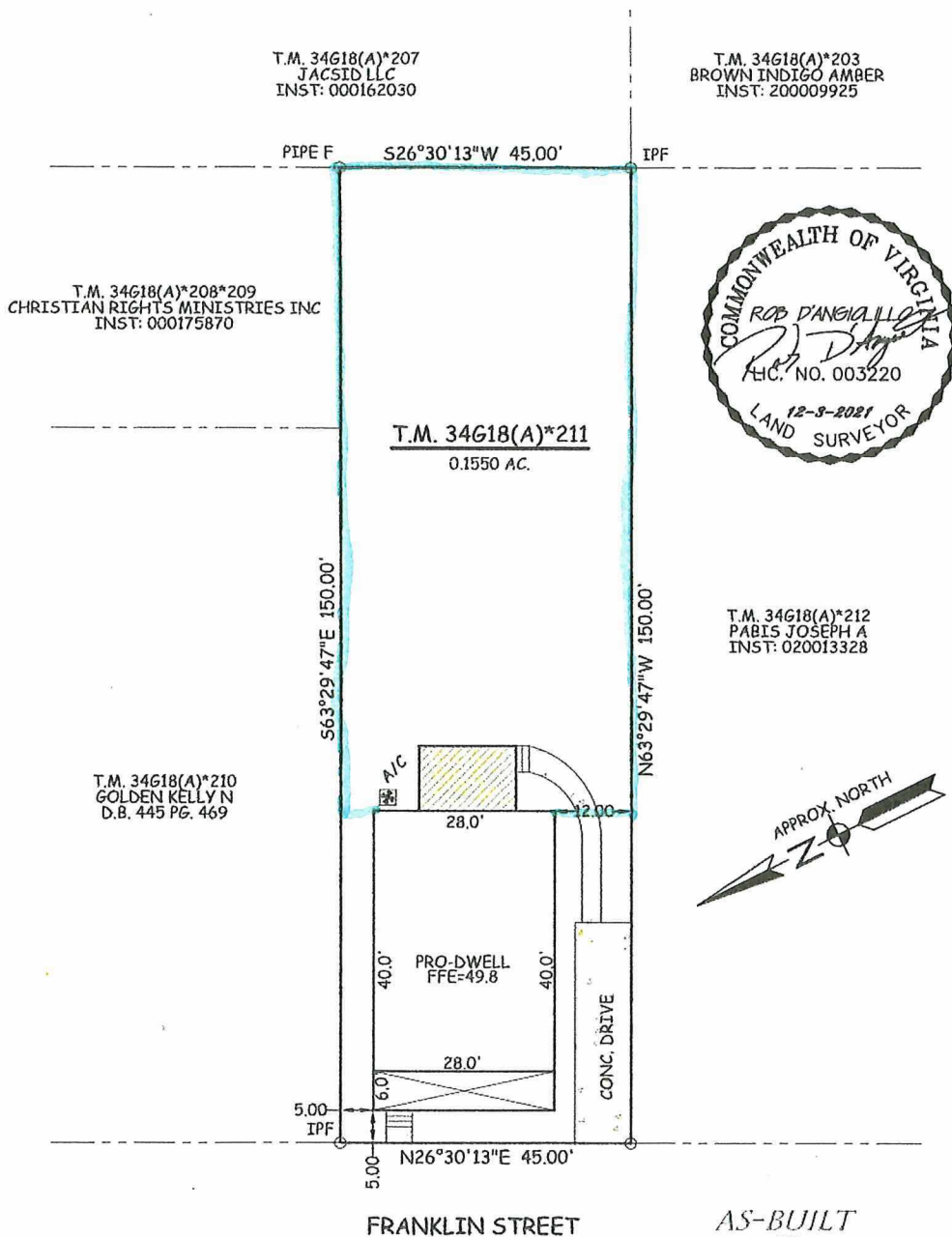
User Name: Awood  
Date: 02/03/2022

60 30 0 60 120 180 Feet



THIS IS TO CERTIFY THAT ON DECEMBER 1, 2021 I SURVEYED THE PROPERTY AS SHOWN ON THIS PLAT, AND THAT THE TITLE LINES AND BUILDINGS WALLS ARE AS SHOWN HEREON.

THE IMPROVEMENTS LIE STRICTLY WITHIN THE TITLE LINES AND THERE ARE NO ENCROACHMENTS OR VISIBLE EASEMENTS, EXCEPT AS SHOWN.



#### NOTES:

THIS IS TO CERTIFY THAT THIS SURVEY REFERS TO THE SAME LOT OR LOTS RECORDED IN THE CLERKS OFFICE OF THE CIRCUIT COURT OF THE CITY OF SUFFOLK, VIRGINIA, IN INST. #210009721.

THIS SURVEY WAS PERFORMED WITHOUT BENEFIT OF A CURRENT TITLE REPORT AND MAY NOT REFLECT ALL MATTERS AFFECTING TITLE.

THIS PROPERTY APPEARS TO BE LOCATED IN FLOOD HAZARD ZONE 'X' REFERENCE IS MADE TO THE F.E.M.A. MAP COMMUNITY #510156-0227E. EFFECTIVE: 08/03/2015.

AS-BUILT  
OF  
#120 FRANKLIN STREET  
T.M. 34G18(A)\*211  
SUFFOLK, VIRGINIA  
FOR  
GOODMAN DEVELOP  
SCALE: 1"=20' DECEMBER 3, 2021

R. L. GALLOWAY  
SURVEYING/PLANNING  
4908 FENNEL LANE  
SUFFOLK, VIRGINIA 23435  
PH: (757) 394-1995  
www.rlallowaysurveying.com

| job no    | drawn | sheet |
|-----------|-------|-------|
| 21-04-113 | rmd   | legal |

















## *exterior* STAIN COLLECTION



## SOLID COLOR

**#1  
RATED**

Among Solid Wood  
Stains by a Leading  
Consumer Magazine



ELITE<sup>+</sup>



Royal  
Mahogany



Canyon  
Sunset



Madrone



Avalon



Canyon  
Sunset







# CITY OF SUFFOLK

442 W. WASHINGTON STREET, P.O. BOX 1858, SUFFOLK, VIRGINIA 23439-1858  
PHONE: (757) 514-4060 FAX: (757) 514-4099

DEPARTMENT OF  
PLANNING & COMMUNITY DEVELOPMENT

*Division of Planning*

To: Historic Landmarks Commission

From: Erin Dears, Planner I

Date: March 10, 2022

Subject: **Request for Certificate of Appropriateness HLC2022-00003**, submitted by Jeffrey Townsend property owner, for exterior alterations at property located at 156 W. Washington Street. The property is further identified as Zoning Map Number 34G18(A)\*312, Suffolk Voting Borough, zoned CBD, Central Business District zoning district, and HC, Historic Conservation Overlay District.

## **STAFF REPORT**

### **Overview of the Subject Property and Surrounding Area**

The subject property, currently occupied by Rennee's Restaurant and Lounge, is located at 156 W Washington Street and is located within the Suffolk Historic Conservation Overlay District.

The subject property is a contributing two-story Vernacular structure which was constructed between 1900 and 1914. This building is described as having a solid foundation, with a brick structural system with simulated stone and stucco and a flat roof with parapet.

### **Case History**

HLC approved HLC2017-011 September 18, 2017, for window signs.

### **Public Notice**

This request has been duly advertised in accordance with the public notice requirements set forth in Section 15.2-2204 of the Code of Virginia, as amended, and with the applicable provisions of the Unified Development Ordinance. A notice, containing a copy of the staff report, was also provided to the applicant on March 4, 2022.

### **Proposed Actions**

The applicant's request consists of the following actions:

1. Install a new wall mounted sign, made of aluminum panel to be 1'4 1/32" x 15'10 5/8"

- with color choices from the Sherwin Williams Williamsburg Color Collection; colors to include Outside White (CW712), Mopboard Black (CW123), Brush Damask Wallpaper Gold (CW317), Brush-Everard Gold (CW307), Everard Vermillion (CW104) or equivalent from the approved collection.
2. Install six window signs, made with high performance vinyl with color choices from the Sherwin Williams Williamsburg Color Collection; colors to include Outside White (CW712), Mopboard Black (CW123), Brush Damask Wallpaper Gold (CW317), Brush-Everard Gold (CW307), Everard Vermillion (CW104) or equivalent from the approved collection. The six window signs are to be the following dimensions:
    - One 3.40 sq. ft.
    - One 3.2 sq. ft.
    - Two 2.22 sq. ft.
    - Two .84 sq. ft.

### **Surrounding Characteristics**

As stated, the subject property is located within the Suffolk Historic Conservation Overlay District. The surrounding properties are all contributing buildings constructed between 1900 and 1914. A detailed description of adjacent and nearby properties is provided below.

158 W. Washington Street– A two-story contributing Vernacular commercial building constructed between 1900-1914; with a solid foundation, a 6-course American Bonk Brick Structural System and a flat roof with parapet.

150 W. Washington Street– A two-story contributing Vernacular commercial building constructed between 1900-1914; with a solid foundation, brick structural system with stucco and a shed roof.

157 W. Washington Street– A one-story contributing Vernacular commercial structure constructed between 1935-1950; with a solid foundation, a concrete structural system with brick veneer and a flat roof.

153 W. Washington Street– A two-story contributing Vernacular commercial building, typical in design and form to other commercial buildings that were constructed in Suffolk between 1901-1925.

### **Site Modifications**

No site modifications are proposed with this application.

### **Applicable Regulations**

#### **A. Suffolk Historic District Design Guidelines**

Chapter 6, Section E.1, Signage Design. Background

- The design of commercial signage within the Historic Conservation Overlay District is important in order to achieve an appropriate scale, location, appearance and color scheme, which does not detract from the district's appearance and character while allowing for business's identification. Signs should be fabricated from traditional materials such as wood and metal with painted finishes. Plastic and foam sign-boards are not to be used. Lettering shall be historic in appearance such as paint applied, vinyl appliqué, or applied in three-dimensional relief.

#### Chapter 6, Section E.2, Guidelines for Signage, Colors

- Signage colors shall be consistent in the Historic Conservation Overlay District's overall character. The colors must blend with and complement the overall color schemes of the adjacent street. The use of bright and obtrusive colors such as neon and day-glow colors are prohibited.

#### Chapter 6, Section E.2, Wall-Mounted Signage

- When attached to a façade, a wall-mounted sign can consist of either attached or mounted simple letter or signboard. Within the Historic Urban Core wall-mounted signage should serve as the primary form of signage on mercantile buildings.
- The size of the wall-mounted sign is based on one square foot of sign area for every two feet of length of the primary façade. Sign letters can not exceed 18 inches in height or 45 square feet in area. A wall sign should be attached to the building's primary façade above the first story display windows, typically above the awning but below the second floor windows. If the building is an institutional use than it is customary to attach the signage by individual letters in the frieze of the cornice. A wall-mounted sign is permissible in lieu of an awning sign.
- Wall-mounted signs for residential buildings should be limited to a maximum of 12 square feet in size and should be mounted above or adjacent to main entrance.

#### Chapter 6, Section E.2, Window Signs

- Window signs are encouraged on storefront display windows where muntin patterns would not interfere with the text. It is recommended that window signs be restricted to first floor display windows and be constructed of letters fixed to either the inside or outside of the glass. The size of the window sign is governed by the Unified Development Ordinance. However, in no case shall window signs exceed 10% of the total area of the window in which they are displayed.

### **B. Secretary of the Interior Standards**

- As stated in the Secretary of the Interior Standards, new additions, exterior alterations, and new construction shall not destroy historic materials that characterize a property. The new work shall be differentiated from the old and shall be compatible with the massing, size,

scale, and architectural features to protect the historic integrity of the property and its environment.

### **C. Unified Development Ordinance**

- Section 31-714(g), Table 714-2 of the Unified Development Ordinance establishes regulations for wall-mounted signs located in the Central Business District (CBD) zoning district, which are as follows: 1 square foot per each linear foot of building frontage up to 100 square foot maximum; however, each marquee, projecting, suspended, and awning signs shall not exceed 9 square foot.
- Section 31-714(g), Table 714-2 of the Unified Development Ordinance establishes regulations for window signs located in the Central Business District (CBD) zoning district, which are as follows: Opaque Signs: 25% of the total area of the window in which the signs are displayed. Transparent or Letters Only: 40% of the window on which they are located.

### **Staff Analysis**

Staff reviewed this request according to the Historic District Design Guidelines, Secretary of Interior Standards, and the Unified Development Ordinance for appropriateness in the Historic District. While the signs exceed the dimensions recommended in the Design Guidelines, they meet the underlying CBD zoning district regulations, which allow for wall-mounted signs to be 1 square foot per each linear foot of building frontage up to a 100 square foot maximum. In addition, the window signs comply with the UDO, which allow for opaque window signage in the CBD zoning district to cover 25% of the total area of the window in which the signs are displayed.

The sign materials are to be aluminum panel and high performance vinyl. The colors of the signs will be from the Sherwin Williams Williamsburg Color Collection; colors to include Outside White (CW712), Mopboard Black (CW123), Brush Damask Wallpaper Gold (CW317), Brush-Everard Gold (CW307), Everard Vermillion (CW104) or equivalent from the approved collection. Staff has found that the wall and window sign dimensions, materials, style, and colors are appropriate for the age and location of the building and appear to comply with the character of the building and surrounding properties.

### **Summary and Recommendations**

Based on the previous findings-of-fact, staff recommends **approval** of the following actions requested by Certificate of Appropriateness, HLC2022-00003:

1. Install a new wall mounted sign to be 1'4 1/32" x 15'10 5/8" using the Sherwin Williams Williamsburg Color Collection; colors to include Outside White (CW712), Mopboard Black (CW123), Brush Damask Wallpaper Gold (CW317), Brush-Everard Gold (CW307), Everard Vermillion (CW104) or equivalent from the approved collection. Signs shall not to exceed 1 square foot per each linear foot of building frontage.
2. Install window signage in the design, style, dimension, and color as presented in

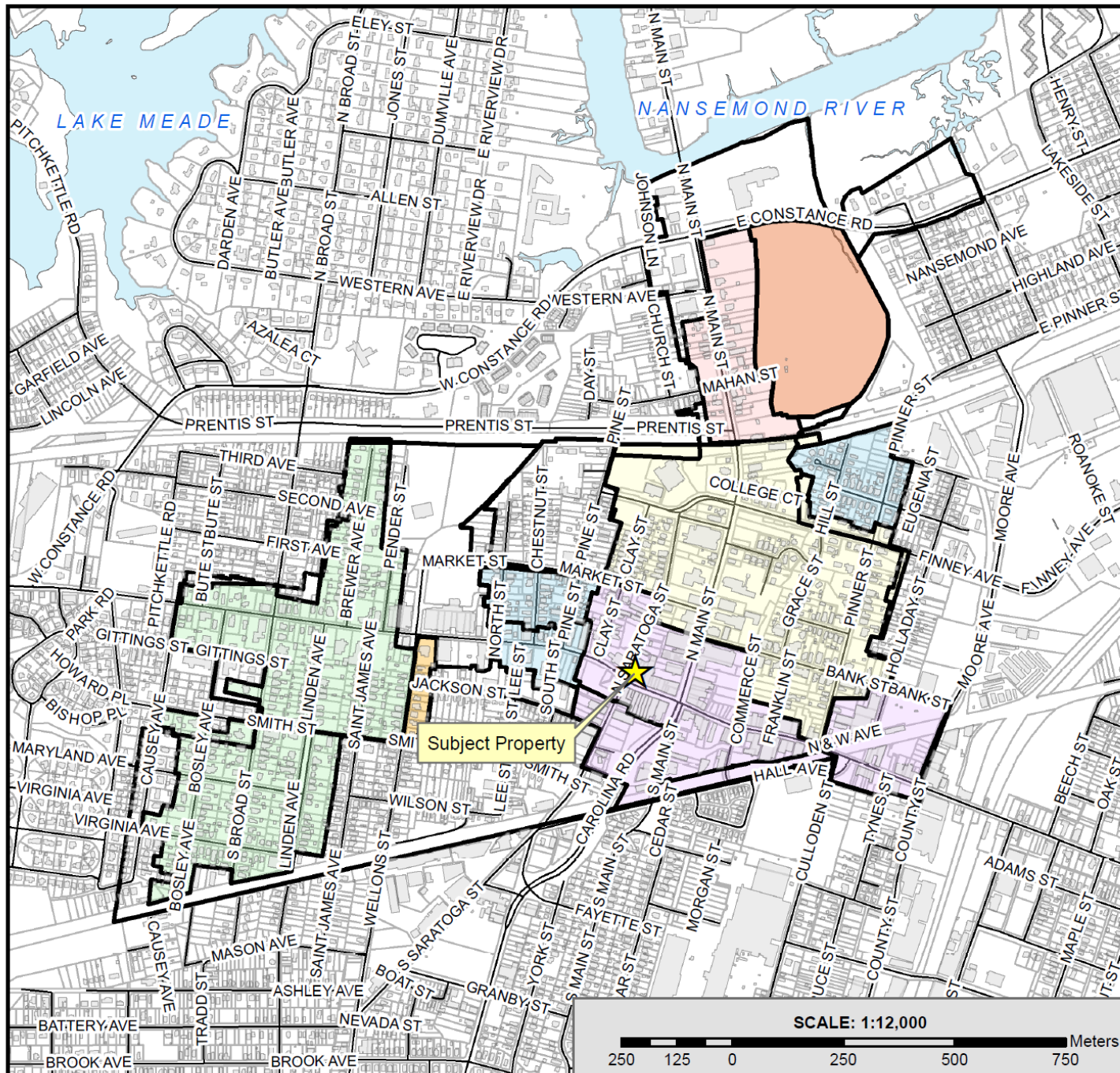
application, HLC2022-00003; with each vinyl sign to not exceed 25% of each window in which they are displayed and using the Sherwin Williams Williamsburg Color Collection; colors to include Outside White (CW712), Mopboard Black (CW123), Brush Damask Wallpaper Gold (CW317), Brush-Everard Gold (CW307), Everard Vermillion (CW104) or equivalent from the approved collection.

3. Any additional improvements shall require a Certificate of Appropriateness.
4. All required permits shall be obtained from the City of Suffolk.

/emd

Attachments

# Suffolk Historic Conservation Overlay District & National Register Historic Districts



## Legend

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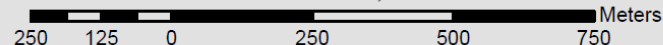
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SCALE: 1:12,000



City of Suffolk  
Updated: 02/03/2022

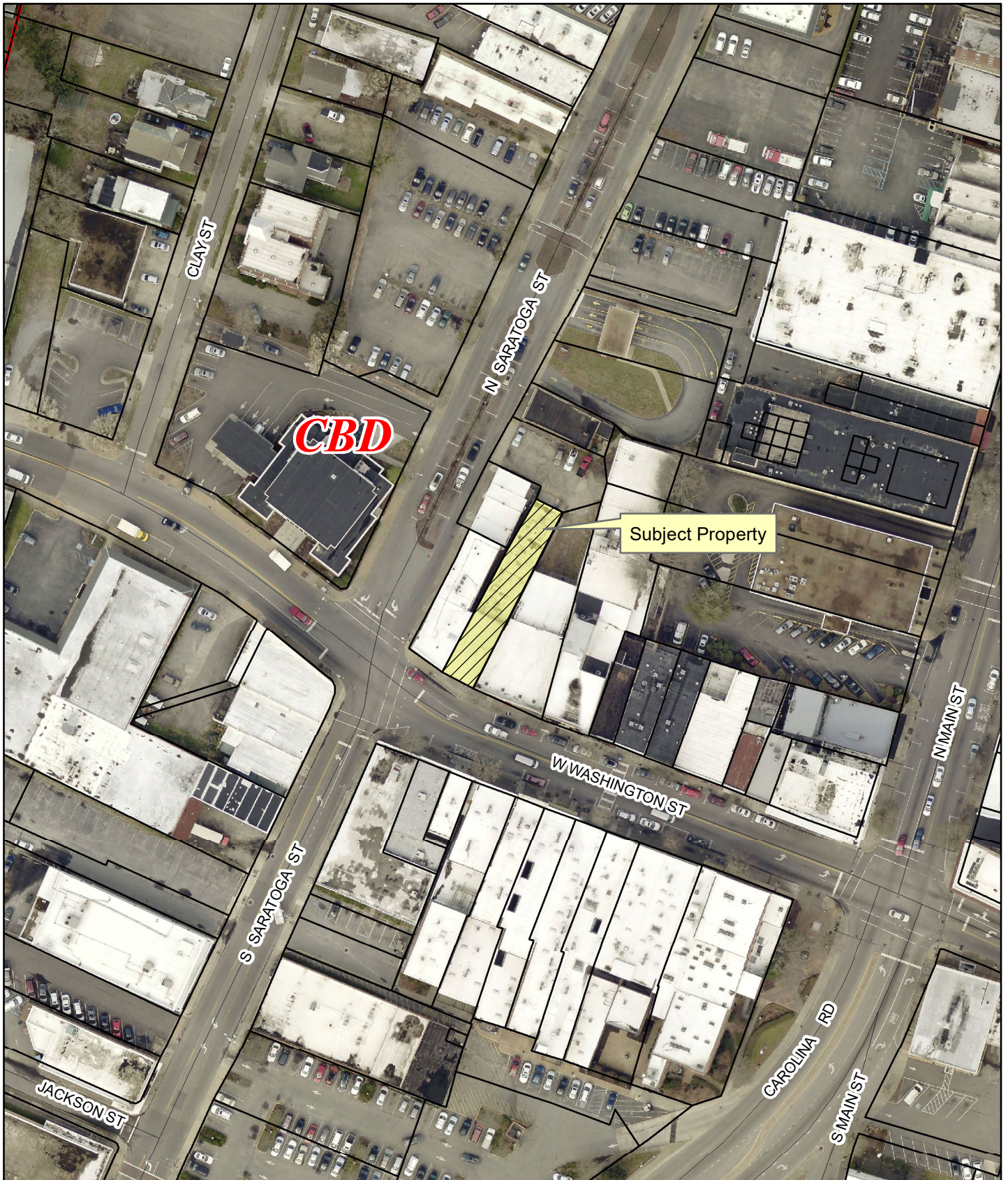






# ZONING / LAND USE MAP

## HLC2022-003



User Name: Awood  
Date: 02/04/2022

90 45 0 90 180 270 Feet







# PROPERTY MAP

## HLC2022-003

EXHIBIT B



User Name: Awood  
Date: 02/03/2022

60 30 0 60 120 180 Feet









1' 4 1/32"

15' 10 5/8"

*Rennee's* Restaurant & Lounge

16.04" x 190.6"  
21.23 sq ft  
Allowed up to 25 sq ft per  
email from Planning Dept.

13.37"x36.58"  
3.40 sq ft  
*Rennee's*

11.88"x27"  
2.22 sq ft  
Restaurant  
& Lounge

13.37"x9"  
.84 sq ft

156

13.37"x9"  
.84 sq ft

11.88"x27"  
2.22 sq ft  
*Rennee's*

59"x26.5"  
10.86 sq ft  
Allowed: 2.7 sq ft

13.37"x34.5"  
3.2 sq ft  
Restaurant  
& Lounge

59"x34.5"  
14.13 sq ft  
Allowed: 3.53 sq ft

154

Sherwin Williams  
Williamsburg Color Collection

- CW712 - Outside White
- CW123 - Mopboard Black
- CW317 - Brush Damask  
Wallpaper Gold
- CW307 - Brush-Everard Gold
- CW104 - Everard Vermillion

25'5"



### HLC PROPERTY MAINTENCE CODE ENFORCEMENT UPDATE

| ADDRESS                     | CODE VIOLATION(S)  | STATUS   |
|-----------------------------|--|--|
| 342 N MAIN ST               | PROPERTY MAINTENANCE <ul style="list-style-type: none"> <li>• PEELING PAINT</li> <li>• DETERIORATED ROOF</li> <li>• DETERIORATED PORCH</li> <li>• DETERIORATED EXT WALLS</li> </ul>                                    | JUDGEMENT AWARDED IN COURT<br><br>COURT - 6/2/2022                 |
| 179 E WASHINGTON ST         | PROPERTY MAINTENANCE <ul style="list-style-type: none"> <li>• DETERIORATED EXT WALLS</li> <li>• DETERIORATED WINDOWS AND DOORS</li> </ul>  | COURT CONTINUANCE: 5/5/2022<br>REPAIRS IN PROGRESS                 |
| 388 E WASHINGTON ST         | PROPERTY MAINTENANCE <ul style="list-style-type: none"> <li>• DAMAGE TO EXT WALL</li> </ul>  | REPAIRS COMPLETE   |
| 205 GRACE ST<br>(1 UNIT)    | PROPERTY MAINTENANCE <ul style="list-style-type: none"> <li>• MISSING EXHAUST FANS</li> <li>• MISSING SMOKE DETECTORS</li> </ul>   | REPAIRS IN PROGRESS – OWNER<br>GIVEN EXTENSION – 6/1/2022          |
| 223 BANK ST                 | PROPERTY MAINTENANCE <ul style="list-style-type: none"> <li>• WINDOWS DAMAGE</li> <li>• ROOF DAMAGE</li> <li>• DETERIORATED EXTERIOR WALL</li> <li>• INTERIOR SURFACE DAMAGE</li> <li>• DETERIORATED PORCH</li> </ul>  | COURT - NO SERVICE   |
| 219 CLAY ST                 | PROPERTY MAINTENANCE <ul style="list-style-type: none"> <li>• ROOF DAMAGE</li> <li>• EXTERIOR WALL DAMAGE</li> <li>• BROKEN WINDOWS</li> <li>• INTERIOR DAMAGE</li> </ul>  | COURT – NO SERVICE<br>TITLE SERCH ORDERED                          |
| 181 N MAIN ST<br>(27 UNITS) | PROPERTY MAINTENANCE <ul style="list-style-type: none"> <li>• MISSING SMOKE DETECTORS</li> <li>• INTERIOR DOOR DAMAGE</li> <li>• BROKEN WINDOWS</li> </ul>   | VACANT STRUCTURE –<br>COURT – 05/05/2022                           |
| 118 PINNER ST               | PROPERTY MAINTENANCE <ul style="list-style-type: none"> <li>• ROOF DAMAGE</li> <li>• EXTERIOR WALL DAMAGE</li> <li>• BROKEN WINDOWS</li> <li>• INTERIOR FLOOR COLLASPE</li> <li>• INTERIOR CEILING COLLASPE</li> </ul> | NEW OWNER TO DEMOLISH –<br>DEMO PERMIT BE OBTAINED BY<br>3/15/2022 |
| 140 W WASHINGTON ST         | PROPERTY MAINTENANCE <ul style="list-style-type: none"> <li>• SIDEWALK IN DISREPAIR</li> </ul>   | COURT – 05/05/2022   |



*Zoning*  
*Case Activity Report*  
*March 2022*

| <b>PROPERTY OWNER(S)</b>   | <b>LOCATION</b>        | <b>VIOLATION(S)</b>   | <b>JUDGEMENT</b>                   | <b>INSPECTOR</b>   |
|----------------------------|------------------------|---|------------------------------------|--------------------|
| ST. JOSEPHS<br>RESERVE,LLC | 129 BREWER AVE         | WORKING WITHOUT AN APPROVED<br>COA  | NOV SENT<br>8/31/2020              | MELVION<br>KNIGHT  |
| LAKEISHA BRADLEY           | 302 BANK ST            | WORKING WITHOUT AN ZONING<br>PERMIT / COA<br><br><b>Judgement for 400 11/2021- issuing<br/>another summons</b>        | NOV SENT<br>8/11/2021              | KEVIN<br>ALEXANDER |
| NICHOLAS MOYER             | 351 N MAIN ST -        | OPERATING A TIRE REPAIR<br>SHOP WITHOUT A CONDITIONAL USE<br>PERMIT (CUP)<br><br><b>CUP approved 12/2021</b>          | NOV SENT<br>8/25/2021              | KEVIN<br>ALEXANDER |
| EWS PROPERTIES III<br>LLC  | 201 E<br>WASHINGTON ST | LIVE ENTERTAINMENT WITHOUT A<br>CONDITIONAL USE PERMIT (CUP)<br><br><b>submitted CUP application on<br/>11/4/2021</b> | NOV HAND<br>DELIVERED<br>8-19-2021 | KEVIN<br>ALEXANDER |
| FRED WALKER                | 213 N<br>SARATOGA      | WORKING WITHOUT A ZONING<br>PERMIT/COA (FENCE)<br><br><b>Brought into compliance</b>                                  | NOV SENT<br>11/29/2021             | KEVIN<br>ALEXANDER |
| FUTURE<br>INVESTMENTS LLC  | 444 N. MAIN ST         | TEMPORARY BANNER LONGER THAN<br>90 DAYS<br><br><b>Court 3/3/2022</b>  | NOV SENT<br>12/6/2021              | KEVIN<br>ALEXANDER |



**ADMINISTRATIVE APPROVALS****March 10, 2022**

| FILE NUMBER  | ADDRESS                  | CONDITIONS             | APPROVAL DATE |
|--------------|--------------------------|------------------------|---------------|
| HLC2022-0001 | 179 E. Washington Street | Replace top 12 windows | 1/6/2022      |



